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Class Specifications
for the Class:

LICENSING EXAMINER V

Duties Summary:

Supervises and performs technical professional work in the development, preparation, evaluation and revision of written and practical tests and in evaluating and recommending changes to predeveloped written tests and improvement of testing procedures in assisting various State professional and vocational licensing boards and commissions test applicants for licenses; conducts or supervises the conduct of test validation and reliability activities of all examinations; and performs other related duties as assigned.

Distinguishing Characteristics:

This class reflects a working supervisor with responsibility for conducting, directing and supervising the test development, preparation, evaluation and revision program to assist the various State professional and vocational licensing boards and commissions test applicants for licenses. This work includes developing, preparing, evaluating and revising the full range of written and practical tests, evaluating and recommending changes to tests developed and graded by national professional and vocational boards or independent testing contractors, conducting test validation and reliability activities; recommending the development and revision of policies, procedures and guidelines and the development of the scope and methods of grading tests; and planning, scheduling and supervising the work of subordinate professional and clerical staff.

In its role as the Examination Branch Chief, subject class is assigned the authority and discretion in providing test development, preparation, evaluation and revision services and in supervising the activities and staff of the Examination Branch. Work assignments are performed under general supervision and within the framework of applicable laws or statutes, division policies and procedures and applicable standards in testing theories and methodologies. Some controls of the examinations are exerted by the various boards and commissions and the national test agencies.

Examples of Duties:

Initiates and revises operational policies, procedures and standards; prepares program expenditures, budget estimates and

other evaluations and reports of branch activities; supervises branch personnel including assignment and scheduling of work and training of personnel; ensures compilation of workload and operational cost data; ensures inventory maintenance and control; provides for the security and confidentiality of test materials; ensures that test site and facility arrangements are made; provides for and ensures the training and supervision of proctors; supervises the preparation and distribution of notices to prospective examinees; supervises the grading of tests and notification of test results; supervises the planning for and preparation of tests used in professional and vocational licensing; prepares task analysis for use in determining essential knowledge, skills and abilities required for minimum licensure competency levels; analyzes information gathered from task analysis; provides recommendations regarding scope and method of tests and the scope and methods of grading tests; recommends the development and revision of policies, procedures, guidelines and standards for written and practical tests; supervises the formulation of test questions; analyzes current tests and tests administered in other jurisdictions to determine the best available test techniques; evaluates and prepares reports on tests, test procedures, test reliability and validity and test problems and implementation; determines testing procedures or items to be altered and recommends changes to the Division Chief; prepares and maintains records and statistics of test results; confers with executive secretaries, boards and commissions, consultants and others about the development, preparation, administration and evaluation of tests; answers inquiries on test content, requirements, methods, validity and reliability; assists in the appeal process by preparing for contested case appeals or other test hearings by compiling statistics and other relevant information; testifies at contested case appeals or other test hearings for the Examination Branch; undertakes special projects as assigned by the Division Chief.

Knowledge and Abilities Required:

Knowledge of: Various sources of occupational, employment and testing information; examining methods and techniques; test and measurement theories and methodologies; tasks analysis theories and methodologies; statistical methods and techniques; interviewing principles and techniques; public relations; principles and practices of supervision; and test security measures.

Ability to: Read, analyze and interpret test administration instructions, forms, profiles and statistical data; exercise tact, judgment and discretion in applying and explaining testing policies and procedures; establish and maintain effective contacts with departmental personnel, governmental personnel, professional

groups and the general public; formulate ideas; prepare comprehensive reports; present facts clearly both orally and in writing; prepare appropriate and logical test items; prepare a budget; supervise and train others effectively; plan and organize branch workload; exercise tact, judgment and discretion; and analyze, evaluate and make sound decisions on complex problems.

This is the first specification for the new class LICENSING EXAMINER V.

Effective Date: December 31, 1987

DATE APPROVED: 12/22/87

/s/ Alfred C. Lardizabal
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Director of Personnel Services